



Assignment 3

Coordinate implementation of the weekly Merchandise Specialist Notes in Children's.

Goal: Coordinate implementation of the weekly Merchandise Specialist Notes at a management level.

☐ Read the most current copy of the weekly Merchandise Specialist Notes and find the following information:

- buyer information
- sales opportunities
- general/product information
- follow-up activities

☐ *then*, take responsibility to see that the strategy is carried out in your store.

☐ Topics to cover:

- featured items
- mandatory displays
- item of the week
- Sales Commitment cards
- holiday items
- new items
- adjusting orders
- layouts
- merchandising tips
- floor flow

notes



Evaluation

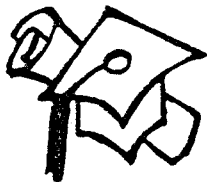
Chapter Contents

This chapter contains three assignments with activities to complete within each assignment.

Assignment Checklist

Check off each assignment once all activities for that assignment are completed.

- ☐ Work an Opening shift. ... page 87
 - ☐ Work a Closing shift. ... page 88
 - ☐ Evaluate the training process. ... page 89
-



Assignment 1

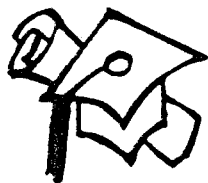
An opening PIC is responsible for key components of the organization and coordination of the department. Functions of the opening PIC include: recording the daily sales, processing and filing mail, auditing cashier proficiency, auditing time and attendance reports, conducting floor tours, planning and scheduling for the department, adjusting the schedule to fit the needs of the business, and ordering supplies, as needed.

Work an Opening shift.

Goal: Perform the opening PIC job functions.

- ☐ Under the observation of your training manager, work an entire week as the Relief Assistant for the ALE Department.
- ☐ Topics to cover:
 - daily sales
 - mail
 - cashier proficiency reports
 - scheduling
 - 15-Minute Chart
 - daily tours
 - Recurring Job List
 - Time & Attendance reports

notes



Assignment 2

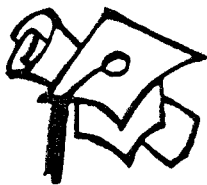
The closing PIC plays the primary role in ensuring Customers' needs are met and all operational and merchandising standards are maintained. The ability to organize, prioritize, assign, and follow-up on work are key elements to a successful PIC. In addition, a successful PIC must know the required quality standards and how to accomplish all the required work at the least cost to the company.

Work a Closing shift.

Goal: Perform the closing PIC job functions.

- ☐ Under the observation of your training manager, work an entire week as the Relief Assistant for the ALE Department.
- ☐ Topics to cover:
 - 15-Minute Chart and adjustments
 - schedule recovery, cleanup, and returns
 - employee supervision
 - Customer service
 - Selling department: SHO, Bridge
 - special orders
 - ensure checkstand coverage
 - ensure floor coverage

notes



Assignment 3

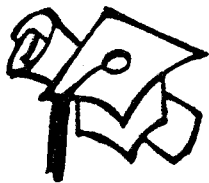
Evaluate the training process.

Goal: Successfully meet all performance requirements for the Relief Assistant.

- ☐ Complete the self-evaluation form.
- ☐ Have your training manager complete the Performance Evaluation.
- ☐ Meet with your training manager to discuss your progress through the training program.
 - Performance Evaluation
 - Self-evaluation
 - areas needing additional training
 - future professional goals
 - your next step

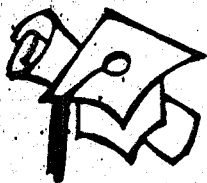
Note: Your training manager will send a copy of the Performance Evaluation to your Regional Sales and Merchandising Supervisor. You may send a copy of your self-evaluation along with the Performance Evaluation if you so desire.

notes



Assignment 3 (continued)

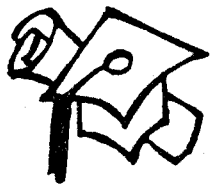
Self-Evaluation			
I believe my performance rates-- in each performance requirement listed below.	Exceeds Expectations	Meets Expectations	Below Expectations
Communicate an understanding of corporate organizational charts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Complete the department's required CBT modules..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Complete all additional mandatory training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the employee performance appraisal process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the interviewing/hiring process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the hourly and salaried employee benefit package.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the profit sharing program and the employee stock purchase plan, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Demonstrate an understanding of the MAGIC system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the shipping/receiving procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



Assignment 3 (continued)

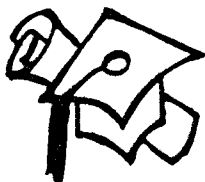
Self-Evaluation			
I believe my performance rates— in each performance requirement listed below.	Exceeds Expectations	Meets Expectations	Below Expectations
Audit, correct, and file daily and weekly time and attendance reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Record daily sales.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of CSR, Wage & Hour, Weekly Sales and Scan Sales reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Complete Sales Commitment Cards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Process and file mail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Complete a daily tour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance with the housekeeping standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Identify and take appropriate action on maintenance/repair needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance with all safety guidelines and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Demonstrate an understanding and ensure compliance with the stockroom standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

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Assignment 3 (continued)

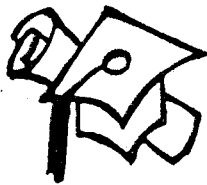
Self-Evaluation			
I believe my performance rates— in each performance requirement listed below.	Exceeds Expectations	Meets Expectations	Below Expectations
Ensure compliance with freight receiving and freight stocking standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Sharpen your selling skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance with divisional hanging/folding standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance with divisional signing standards (including the operation of signing devices).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure accuracy and follow-up on price changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance with divisional fixture usage/maintenance standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance with merchandising standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Audit cashier proficiency (including the CDR and ECR reports).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Develop your ability to order supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Audit and take appropriate action on file maintenance exceptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



Assignment 3 (continued)

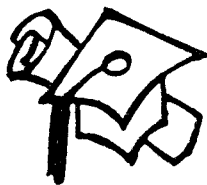
Self-Evaluation			
I believe my performance rates— in each performance requirement listed below.	Exceeds Expectations	Meets Expectations	Below Expectations
Audit and take appropriate action on missing markdown and markdown exception reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Develop your ability to authorize any manager discretion markdowns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Develop your ability to assist in the inventory process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Maintain and audit the Out-of-Stock Adjustment Control Log.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Follow-up and take appropriate action on Customer requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Coordinate implementation of the weekly Merchandise Specialist Notes at a management level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Implement and audit ads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance with planograms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Identify the current market trends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Audit and take appropriate action on scan audits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

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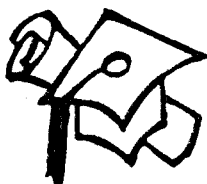
Assignment 3 (continued)

Self-Evaluation			
I believe my performance rates-- in each performance requirement listed below.	Exceeds Expectations	Meets Expectations	Below Expectations
Audit and take appropriate action on Report Code 12 and Report Code 22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the visual display person's role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Review on-line sales information and take appropriate action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Complete, audit, and follow-up on written distribution center returns, weekly WDCR recap, and Returns to Supplier.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance with ticketing standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance to the quality ordering standards (including RMS, basic, ad, and special orders).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Process salvage and audit salvage procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure vendor sign-in on the vendor logs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Coordinate implementation of the seasonal merchandising plans and the sales event bulletins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



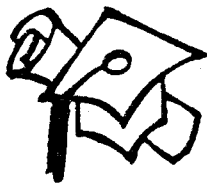
Assignment 3 (continued)

Self-Evaluation			
I believe my performance rates— in each performance requirement listed below.	Exceeds Expectations	Meets Expectations	Below Expectations
Assist with preparing seasonal critiques for the Regional Sales and Merchandising Supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Perform the opening PIC job functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Perform the closing PIC job functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



Assignment 3 (continued)

Performance Evaluation			
Upon observing the trainee, I believe that the trainee's performance rates— in each performance requirement listed below.	Exceeds Expectations	Meets Expectations	Below Expectations
Communicate an understanding of corporate organizational charts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Complete the department's required CBT modules..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Complete all additional mandatory training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the employee performance appraisal process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the interviewing/hiring process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the hourly and salaried employee benefit package.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the profit sharing program and the employee stock purchase plan, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Demonstrate an understanding of the MAGIC system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of the shipping/receiving procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



Assignment 3 (continued)

Performance Evaluation			
Upon observing the trainee, I believe that the trainee's performance rates-- in each performance requirement listed below.	Exceeds Expectations	Meets Expectations	Below Expectations
Audit, correct, and file daily and weekly time and attendance reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Record daily sales.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communicate an understanding of CSR, Wage & Hour, Weekly Sales and Scan Sales reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Complete Sales Commitment Cards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Process and file mail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Complete a daily tour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance with the housekeeping standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Identify and take appropriate action on maintenance/repair needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Ensure compliance with all safety guidelines and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Demonstrate an understanding and ensure compliance with the stockroom standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

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